

**Town of Colchester
Cragin Memorial Library**

Phone: 860-537-5752

Email: aturner@colchesterct.gov

Hours: Mon, Wed, & Thu 10 am to 8 pm ~ Tue 10 am to 5 pm ~ Fri & Sat 10 am to 4 pm

Meeting Room Application - 2022 Calendar Year

Complete and return application in person or by e-mail. Your submitted application is not a reservation until you receive confirmation from the Library's meeting room coordinator. Generally, specific room requests will be honored but may be changed in order to accommodate as many groups as possible. Please read the Meeting Room Policy and remember to take any garbage and/or paper goods with you at the end of your program. Please return tables and chairs to their original setup before leaving.

Date of Request: _____

Date(s) room needed: _____

Time room needed: From: _____ To: _____ Number Attending: _____

Specific room desired: ☐ Norton A (60 seats)
 ☐ Zagray Room (12 seats) ☐ Local History (2 seats)

Name of organization: _____

Address of organization: _____

Phone: _____ **Fax:** _____ **Email:** _____

Contact Name: _____

Purpose of Meeting: _____

Equipment Requested (please circle):

____6-ft Tables ____Chairs ____Podium ____Whiteboard/Blackboard ____Portable Movie Screen

Norton A only: ____LCD Projector (No Macs) ____DVD/CD Player

Room Set-Up Requested: _____

(Room set up is limited by staff availability and is not guaranteed. Please arrive 15 minutes in advance to ensure proper room set-up.)

At this time, refreshments are not allowed in the library. If the public health climate changes the library may reschedule or cancel use of meeting rooms. Thank you for your cooperation.

Signature of authorized officer or representative: _____

When signed by an authorized officer or representative, this application signifies agreement to abide by the regulations in the Cragin Memorial Library meeting room policy. ***Meetings held at the Cragin Memorial Library are open to all. All contact information is available to the public.***

Approved by: _____ **for Cragin Memorial Library** **Date:** _____